

Shelton Infant and Nursery School

Achieve Well, Aim High, Have Fun

# Headteacher Recruitment Pack

for

## Shelton Infant and Nursery School

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# Shelton Infant and Nursery School

Carlton Gardens, Shelton Lock, DERBY DE24 9EJ

6 March 2026

Dear Candidate

On behalf of the Governing Body, we would like to thank you for your interest in our wonderful school and the key post of Headteacher.

Shelton Infant and Nursery School has an excellent reputation within the local community, and beyond. Our catchment area has some challenges, but we are proud of the positive relationships which we have forged with parents and carers, all of whom are regularly welcomed into school to attend a wealth of different events. Our ethos underpins all that we do and is lived out through our strong commitment to inclusion, care, respect and high expectations for all children.

At Shelton Infants, we provide a stimulating, fun, caring and secure environment in which the lives of our young pupils are enriched to enable them to achieve their best emotional, physical, academic and social potential. We aim to foster a joy for learning and for life, which will enable the children to make a positive contribution to society, whilst also addressing the clear aims of our school – ‘Achieve Well, Aim High, Have Fun’. Our pupil and parent questionnaires evidence that children feel safe, respected, have fun and do well.

We have a highly dedicated and experienced team of teachers, teaching assistants and support staff, who are passionate about our school and our success. Therefore, we are looking for someone who can build and maintain a great working relationship with these people and further develop our current strengths.

Our latest Ofsted report (May 2024) cited us as, ‘GOOD’ Overall and our staff have completed a robust review of our Curriculum to ensure it supports Ofsted expectations.

As we look to the future, we want to build stronger transition to our neighbour school Shelton Juniors plus seek new and interesting ideas to improve even further, where applicable. Therefore, we are seeking a Headteacher who will provide clear, enthusiastic, strategic leadership for the next stage of our school’s journey, but above all, we are looking for someone who shares our passion for the school and its culture, and who places the children at the heart of everything that they do.

As a Governing Body with a mix of experienced and relatively new Governors, you can be assured that we are dedicated and supportive of our leadership team and all our staff. We are proud to represent a school community that is ambitious for its pupils, committed to continuous school improvement and deeply rooted in its values.

Visits to the school are encouraged so that you can meet some of our marvellous children and see how our teachers and teaching assistants bring out the very best in each and every child within a vibrant and purposeful learning environment.

We look forward to receiving your application.

**Visits to school would ideally be on a Thursday or Friday.**

Yours sincerely

Debbie Smith & Rob Wain  
**Co-Chairs of Governors**



## SHELTON INFANT & NURSERY SCHOOL

### APPOINTMENT OF HEADTEACHER

#### Information for Candidates

Shelton Infant & Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

<b><u>Date of Appointment</u></b>	1 <sup>st</sup> September 2026
<b><u>Salary</u></b>	Group 2 Individual School Range L12 – L18
<b><u>Number on Roll</u></b>	161 + 26FTE Nursery
<b><u>Teaching Establishment</u></b>	Headteacher + Assistant Head + 7.8 Teachers (FTE)
<b><u>Management Structure</u></b>	Headteacher + Assistant Headteacher
<b><u>Support Staff</u></b>	

<b>Job Description</b>	<b>Hours</b>	<b>Posts</b>
School Business Manager	37.0	1
School Admin Assistant	19.0	1
Higher Level Teaching Assistant	17.5	1
Learning Mentor	26.25	1
Teaching Assistants	307.0	11
Midday Supervisors	17.5	7
Caretaker	11.25	1
Cleaner	38.75	3

#### **Location**

The school is located in a southern suburb of Derby with easy access to the A50.

#### **Accommodation**

Shelton Infant School stands on a pleasant site which it shares with Shelton Junior School. The school opened in 1950. There are 7 classrooms, a hall, library, Learning Mentor room, workrooms and offices in the main building. The children have access to a large playground, an adventure playground and a garden. Reception pupils also have their own outdoor area.

Located next to the school is a purpose built 26 place Nursery which opened in 1989 with its own outdoor provision and garden.

Children also have access to a large outdoor area for Forest School activities.

There is kitchen on-site which is owned and operated by the school.

## **OFSTED Inspection**

The school was inspected in May 2024 and was judged to be a 'Good' school.

## **Financial Budget**

The school's basic school budget for this financial year is £1,154,430

Plus, extra eligible funding:

Pupil Premium Funding – £104,120

Sports Premium Funding - £17,249

SEND Top Up Funding - £55,409

Universal Infant Free School Meals Grant - £56,373

## **Applications**

Candidates should submit applications **offline** on a Derby City Council Teacher Application Form, **together with a supporting statement letter** matching their skills and experience to the headings in the Job Description and Person Specification. The letter should be no longer than 1500 words (please include word count). CVs should not be attached.

**Candidates' completed Derby City Council Teacher Application Forms and letters should be emailed to: [Headship.Recruitment@derbyshire.gov.uk](mailto:Headship.Recruitment@derbyshire.gov.uk)**

To comply with the safer recruitment requirements candidates must fully complete the application form including the section on references. It is not acceptable to substitute parts of the form with your own version. All gaps in employment should be accounted for and explained.

## **References**

Open testimonials are not accepted for this post, and it is intended that the Local Authority will take up a professional reference from your **existing employer** and one other professional reference of your choice. ***If you are not currently working with children, references will be requested from a previous employer where this was the case. You are, therefore, requested to supply contact details for this organisation and also to alert all referees to expect a request, should you be shortlisted.*** References from relatives or people writing solely in the capacity of friends will not be accepted.

## **Security Checks**

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. **Candidates who are foreign nationals, or a UK national who has lived abroad at any point in their adult life, MUST provide a Certificate of Good Conduct prior to taking up an appointment.**

**Interviews** It is intended that interviews will take place on 27<sup>th</sup> and 28<sup>th</sup> April 2026.

Candidates selected for interview will be contacted by telephone. If you have not been contacted within seven days of the proposed interview dates you should assume, on this occasion, that you have not been shortlisted for interview. Should you wish to make any further enquiries, please contact the Headship Recruitment Team via [Headship.recruitment@derbyshire.gov.uk](mailto:Headship.recruitment@derbyshire.gov.uk) or on 01629 539455.

The Governors will be advised by a Local Authority HR Officer and PACE.

**Closing Date** 12<sup>th</sup> April 2026



## **SHELTON INFANT & NURSERY SCHOOL**

### **APPOINTMENT OF HEADTEACHER**

#### **Job Description**

- Post Title:** Headteacher
- Responsible to:** The Governing Board of Shelton Infant & Nursery School
- Main Purpose:** To carry out the duties of Headteacher in accordance with the Teachers' Pay and Conditions Act and other relevant statutory provisions.

#### **Shaping the Future**

The Headteacher will work with the Governing Board and others to create a shared vision and strategic plan which inspire and motivate pupils, staff, and all other members of the school community.

#### **The Headteacher will:**

- Ensure the vision for the school is clearly articulated, shared, understood, and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and a positive climate.
- Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.

#### **Managing the Organisation**

The Headteacher will provide effective management of the school and continuously seek to improve organisational structures based on self-evaluation.

#### **The Headteacher will:**

- Take responsibility for safeguarding and promoting the welfare of children.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures, and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities.

- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies, and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality, and use of all available resources are monitored, evaluated, and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

### **Leading Learning and Teaching**

The Headteacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement.

#### **The Headteacher will:**

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise, and implement a diverse, flexible curriculum and implement Assessment for Learning.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.

### **Developing Self and Working with Others**

Effective communication and relationships are key to effective headship. The Headteacher needs to build a professional learning community which enables others to achieve.

**The Headteacher will:**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development, and performance management.
- Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others.
- Regularly review own practice and achievements, set personal targets, and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.

**Securing Accountability**

With values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers and Governors.

**The Headteacher will:**

- Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of young people.
- Fulfil commitments arising from contractual accountability to the Governing Board.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation.
- Work with the Governing Board (providing information, objective advice, and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including governors, parents, and carers.

**Strengthening Community**

The Headteacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

**The Headteacher will:**

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional, and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses, or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.



## SHELTON INFANT & NURSERY SCHOOL

### APPOINTMENT OF HEADTEACHER

#### Person Specification

Measurements: A = Application I = Interview R = Reference		
<p><b>Qualifications</b></p> <p>An honours degree or equivalent, and DfE recognised Qualified Teacher Status/Qualified Teacher Learning and Skills (QTLS) status.</p> <p>Appropriate leadership and management training, accreditation, or qualifications</p> <p>NPQH Qualification</p>	<p>A</p> <p>A, I</p> <p>A, I</p>	<p>E</p> <p>E</p> <p>D</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant recent and relevant experience as a Headteacher, Deputy, or Assistant Headteacher</li> <li>• A recent senior leadership post for at least 3 years</li> <li>• A proven track record of successful leadership</li> <li>• Successful experience of raising achievement</li> <li>• Working with and engaging the involvement of external partners and the local community</li> <li>• Successful teaching of pupils in the Early Years and Key Stage One</li> <li>• Planning, determining, and organising major curriculum areas</li> <li>• Experience of completing staff performance reviews and acting on any issues that arise from the reviews</li> </ul>	<p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>I, R</p> <p>A, I</p> <p>A, R</p> <p>A, I</p> <p>A, I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Knowledge and Understanding of current issues and best practice including:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding children and young people</li> <li>• The process of strategic planning and school self-evaluation</li> <li>• Ways to communicate and translate a shared vision into practice</li> <li>• Leading the management of change</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

• Application of new technologies to teaching, learning and management	I	D
• Comparative data and performance indicators to establish benchmarks and set targets for improvements	I	E
• National policy framework and current educational legislation and initiatives	A, I	E
• Principles of effective teaching and assessment for learning	I	E
• The new Ofsted Inspection Framework (2025)	I	E
• Roles and responsibilities of Governing Body, the Local Authority and of the requirements for accountability	I	D
• School budget management, financial responsibilities and the principles of how to achieve best value	A, R	D
• Strategies for fostering school improvement, including attendance and behaviour for learning	I	E
• Equal opportunities and commitment to their pursuit	I	E
• Relevant statutory requirements pertinent to schools	I	E

**Measurements: A = Application I = Interview R = Reference**

### **Personal and Professional Qualities**

• Commitment to the welfare and safeguarding of young children	I	E
• A genuine enthusiasm for, and commitment to, the inclusion and development of all young children	I	E
• Concern for the welfare and development of self, staff and colleagues	I, A	E
• Understanding of and support for the wider school community	I	E
• Strong personal motivation and drive	I	E
• Be able to adapt to changing circumstances, new ideas and forging new partnerships with other schools and organisations	I	E
• The ability to inspire, motivate staff, students and the wider community and engage their active commitment to your vision	I, R	E
• Commitment to ensuring inclusion, addressing diversity and access	A, I	E
• Commitment to own personal and professional development and that of all staff	A, I	E
• High order analytical and problem-solving skills and the ability to make informed judgements	I	E

<ul style="list-style-type: none"> <li>• Excellent communication skills in a variety of media to a range of audiences including children, parents/carers, colleagues, and the wider school community</li> <li>• The ability to project the school in a positive way and establish the school at the heart of the community</li> <li>• The ability to engage parents and carers in supporting children’s learning</li> <li>• The ability to fill the role of lead professional in classroom practice</li> <li>• Commitment to an open, collaborative style of management</li> <li>• Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community</li> <li>• The ability to understand and appreciate the school’s current strengths and the ways in which these might be further developed</li> <li>• The ability to be an inspiring role model for children and staff with a professional approach that demands excellence, confidence, trust and respect</li> <li>• Is approachable and is able to be highly visible to children and parents</li> </ul>	<p>A, I I I, R R I A, I I, R I A, I</p>	<p>E E E E E E E E E</p>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• A clear, enhanced DBS Certificate and Barred List Check</li> <li>• A clear social media check</li> <li>• Excellent verbal and written communication skills</li> <li>• Minimum of two satisfactory references, one being their current or most recent employer</li> <li>• A complete employment history with no gaps</li> </ul> <p style="text-align: right;">March 2026</p>	<p>R</p>	